

To: Getto, Leila[leila_getto@ios.doi.gov]
From: Stanley, Michele
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So sorry, I was making sure I had all the right information before I got back to you. The sit down theater seating event with a stage and podium is from 5-6pm and that's the event that has an agenda. Since the Secretary would be coming after that, we would love to have him keynote our reception that runs from 6-7pm. This would be a cocktail hour set up with tall tables and a podium in the front. He would still have 15-20 min to speak and take Q&A if he is ok with that. He would be the only speaker, other than our chairman Mark Helm, from Dolese Bros. out of OK, who would welcome everyone and introduce the Secretary.

If I haven't been clear enough (which happens sometimes!) or you have further questions, don't hesitate to reach out.

Michele Stanley
Cell: 202-441-5958

Sent from my iPhone

On Sep 6, 2017, at 3:02 PM, Getto, Leila <leila_getto@ios.doi.gov> wrote:

Hi Michelle!

Thank you for taking the time to speak with me. The Secretary is looking forward to participating in your event on the 25th. Again, I'll confirm by tomorrow his exact arrival time (if we can get there by 6 pm or if it won't be until 6:30 pm). And thank you in advance for sharing your draft program/agenda.

Best regards,
Leila

*Leila Sepehri Getto
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